

### **SENIOR PROGRAMS AND PROJECTS SPECIALIST**

**DEFINITION:** Under general direction, performs work of considerable difficulty in providing administrative support, technical assistance and leadership in the performance of program or project activities through planning, preparation and development of recommendations and proposals; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Provides high level assistance to program/project management in analyzing, developing and achieving short and long-term goals and objectives; reviews and interprets policies and procedures; identifies funding sources and requirements, policies and procedures; administers contract and grants; prepares and delivers related training to program or project staff; may assign work and serve in a lead capacity to subordinate staff.

Assists in development of budget proposals; performs a variety of administrative functions including, drafting of budget guidelines and justifications, monitoring expenditures and approvals, reviewing contract issues and plans, preparing reports, correspondence and presentations related to project or program activities; issues, monitors and evaluates progress, analysis and interpretation of program activities and results.

Attends a variety of department and division meetings; coordinates program activities with other Navajo Nation offices, federal and state government agencies, and the general public; assists with the preparation of meetings and events; serves on committees and task forces; performs special assignments as required.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of modern principles and practices of public administration.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities.

Knowledge of budget and reporting systems, program analysis and performance measures.

Knowledge of project/program operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures and controls

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience.

THE NAVAJO NATION

Class Code: 1251  
Management Series  
Programs and Projects Group  
Overtime Code: Exempt  
Pay Grade: 67

**SENIOR PROGRAMS AND PROJECTS SPECIALIST**

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Business Administration or a closely related field.
- Experience in developing management, strategic and fund management plans.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.